



**REQUEST FOR PROPOSAL
COMPREHENSIVE PLAN UPDATE
QUESTIONS AND ANSWERS**

RFP No. S15-007

Q&A #: 1

Date: October 30, 2014

Please note the clarification and/or additional information for the solicitation referenced above.

- 1. Q: Does every member of the team need to meet the “Texas municipality experience” qualification?**

A: A team’s qualifications will be evaluated as a whole. Not all members of a team are required to possess Texas municipality experience but this is an important component that will be considered.
- 2. Q: Are the vision and goals identified in the 2009 update?**

A: Yes. The City seeks to validate or update those items.
- 3. Q: Is the base mapping up to date?**

A: Yes.
- 4. Q: Does the election schedule affect the project?**

A: The project schedule is anticipated to remain the same despite the upcoming elections for City Council.
- 5. Q: Is the City open to a process that is more staff oriented?**

A: The City will consider this type of recommendation, however, the City does not have excess staff time to focus on long range planning.
- 6. Q: Does the City operate a 4A or 4B Corp?**

A: No.
- 7. Q: How does the City manage economic development?**

A: The City staffs an Economic Development Department and also receives support from the Chamber of Commerce.
- 8. Q: Does the City currently have public outreach processes in place?**

A: Not that will sufficiently support this project. Public outreach expertise and experience will be important to this project.
- 9. Q: Does the City seek feedback from those residents that are currently here or future residents?**

A: Both. The City is preparing to provide the best quality of life for a future 250,000 person community, however, the immediate priority is the quality of life for those people already living in Leander.
- 10. Q: Does the City prefer to use its existing website for outreach and updates or a designated project website?**

A: Either is acceptable as long as there is a link from the City website.

11. **Q: Are all elements to be scheduled for this project or just what budget can cover?**
- A: The City seeks a respondent that can provide the entire scope of work and remain within the budget provided.
12. **Q: Who prepared the 2009 update?**
- A: Pix Howell, a former City of Leander in-house contract position in consultation with an appointed citizen advisory committee.
13. **Q: Will the City provide points for past working relationships?**
- A: No.
14. **Q: How will the CIP program be applied?**
- A: The City seeks to incorporate previous and ongoing studies' CIP recommendations and create a Transportation CIP. The goal of the comprehensive plan update is to coordinate and prioritize capital improvement projects in a way that makes the most impact on achieving the goals of the plan.
15. **Q: What CIP plans are currently in place?**
- A: Water and wastewater, but both are being updated.
16. **Q: What does Health and Human Services mean?**
- A: The City is interested in finding out what the community thinks that Health and Human Services should mean as it pertains to a healthy living environment in the City.
17. **Q: Are mailings to the community necessary?**
- A: Mailings are not necessary but a comprehensive outreach plan is critical.
18. **Q: Who is preparing the City's water and wastewater master plans?**
- A: K. Friese and Associates, Inc. is the City's consulting engineer.
19. **Q: Is a cost proposal required the response?**
- A: Yes.
20. **Q: Is the Austin Community College Campus going forward?**
- A: If approved in the November 2014 elections, yes the campus will move forward with a \$60 million budget allocated in the bond proposition for the first phase of campus development.
21. **Q: How was the project budget set?**
- A: The budget process allows a review of available funds which is then compared to the anticipated scope of work to arrive at a project budget.
22. **Q: Will the shortlisted firms be interviewed?**
- A: Yes.
23. **Q: Will the Economic Development Department provide information to assist with the project?**
- A: Yes.
24. **Q: Is The Retail Coach still under contract with the City?**
- A: Yes.

25. Q: Can respondent's provide work samples with a link to a website?

A: A CD is preferable per the specifications.

26. Q: Is the Downtown Plan acceptable?

A: Although the TOD, TIF and SmartCode have been adopted, a complete redevelopment plan does not currently exist. An "Old Town" redevelopment plan is needed.



Approved by

Joy Simonton, Purchasing Agent